

Long Hill Township, Morris County

Request for Proposals from Individuals or Firms Interested in Serving as “Risk Manager for Property and Casualty Insurance” to the Township for the Period of January 1, 2022 through December 31, 2022

Pursuant to N.J.S.A. 19:44A-1, et seq., the Township of Long Hill (the “Township”) seeks Requests for Proposals (“RFP”) for the position of “Risk Manager for Property and Casualty Insurance” to the Township of Long Hill Township for a contract period beginning on January 1, 2022 and ending December 31, 2022. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 as amended (Affirmative Action). The successful candidate must have significant experience in property and casualty consulting services. The successful candidate will provide the Township with services related, but not limited to:

1. Identifying issues and exposures and negotiating on the behalf of Long Hill Township with insurance carriers;
2. Serving as the Township’s broker of record and being authorized to represent and assist the Township in discussions and transactions with all insurance carriers, provided that the Broker shall not place any insurance on behalf of the Township of Long Hill unless so authorized in writing by the Township;
3. Broker must be qualified and authorized to be recognized as broker of record for all prospective insurance carriers and companies for the Township of Long Hill;
4. Reviewing policies and endorsements for accuracy and conformity to specifications and negotiated coverage;
5. Providing coverage summaries to the Township for all new coverage and updates on changes to existing coverage;
6. Processing or facilitating the processing of certificates of insurance, as requested by the Township;
7. Attending any other meetings that the Township deems necessary;
8. Reviewing all correspondence referred by the Township, and preparation of correspondence on behalf of Long Hill Township, if requested;
9. Providing regular Risk Management services to the Township and its staff;
10. Assistance with the development of and planning of long range insurance strategies;
11. Make recommendations and conduct negotiations to procure property and casualty insurance coverage, including assisting the Purchasing Agent in the preparation of Requests for Proposals;

12. Handle the processing and managing of all aspects of the Township's property and casualty insurance program(s);
13. Analysis of proposals in connection with property and casualty insurance procurement, including, but not limited to, recommending selection criteria, marketplaces and assisting in an advisory capacity the evaluation of proposals and renewals;
14. Participate in on-going meetings with Township personnel regarding insurance strategies and day to day operations of the Township's property and casualty insurance needs;
15. Assist in the development of alternative strategies to reduce risk to assets and resources; consultation as to the probable impact of strategies elected by the Township;
16. Assist Township with renewal process for Township assets
17. Market programs periodically;
18. Report Worker's Compensation claims to the Morris County Joint Insurance Fund; and
19. Provide Loss Control Services either directly or through independent contractors to include:
 - a. PEOSHA training for the entire staff will be made available, if appropriate. Topics will be prioritized based on the needs of the staff and the request of Township management. Potential topics may include:
 - Hazard Communication/Right-to-Know, Bloodborne Pathogens, Confined Space, Lock-out/Tag-out, Personal Protective Equipment, Indoor Air Quality, Emergency Action Plan, Hearing Conservation, Asbestos Awareness, Ladder Safety, Aerial Work Platform Safety, Chain Saw Safety, Ergonomics, Trenching and Excavation Safety, Safe Lifting and Scaffold Safety
 - Accident Repeater" interview of those individuals who have incurred two or more workers' compensation claims will be interviewed regarding the circumstances of their claims
 - Accident investigations and if needed, root-cause analysis, for all claims (property, general liability, auto, and workers' compensation incidents)
 - Discussions with management personnel (i.e. Police Chief or designated replacement, DPW Supervisor or designated replacement, Custodial/Vendor Supervisor, and other designated department supervisors) regarding claims
 - Discussions regarding return-to-work opportunities involving any workers' compensation claims with lost workdays

- A review of PEOSH-required written programs and assistance in updating and developing the programs

Professional Information and Qualifications

Each interested candidate shall submit the following information:

- Name of firm or individual;
- Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the Township;
- Description of candidate's education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
- Experience related to property and casualty consulting;
- At least four (4) references, three (3) of which must have knowledge of your service to public entities;
- The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
- Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount;
- Any other information which the interested firm deems relevant; and

Selection Criteria

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject

matter; and

4. Cost competitiveness;
5. Minimum of 5 years of successful experience in providing similar services to municipalities the size of Long Hill Township;
6. Ability to provide bi-lingual staff to work with constituents on claims issues; and
7. Senior staff members must be available for emergencies after regular business hours.

Submission Requirements

Proposals must be sealed in an opaque envelope marked clearly on the outside with the proposers name and address and also marked "**Risk Manager Services**". Proposals must be received by the Long Hill Township Clerk at the Long Hill Township Hall, 915 Valley Road, Gillette, New Jersey, by the close of business on December 13, 2021. The RFP must be received no later than the above date by:

**Megan Phillips, Township Clerk
Long Hill Township
915 Valley Road
Gillette, NJ 07933**

Please submit one original and two (2) paper copies of the submission using white 8½" x 11" paper.